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8 November 1963

MEMORANDUM FOR: Director of Personnel [REDACTED]

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SUBJECT : Handbooks of Personnel Regulations

REFERENCE : Memo fr D/Pers dtd 23 Oct 63; Same Subject

1. In response to your referenced request, the attached listing of regulations and handbooks was reviewed on 4 November 1963 in a Round-up attended by [REDACTED] the undersigned.

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2. It was the consensus of this group that the supervisory chain is primarily responsible for keeping employees informed concerning Agency personnel policies and procedures and for assisting them with personal problems. The group wished to emphasize that each supervisor must be sensitive to the problems of his subordinates and ensure that they have access to pertinent Agency publications. The group also agreed that certain personnel regulations should be required reading during the indoctrination process and that all Agency publications which bear upon employees personally as individuals should be made readily available for their perusal outside the chain of command.

3. Based upon a review of EOD briefing procedures and a unanimous agreement among those present, Chief, POD will require each new employee to read the following publications during EOD processing. It was decided that the remaining subjects which need to be presented to new employees are being covered adequately in the oral briefings which POD gives during the orientation process.

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4. This staff is arranging to make available in the main library and in the branch libraries in NPIC, Alcott Hall, Arlington Towers and the Office of Communications all Agency publications which pertain to the conduct and obligations of employees and to their rights and responsibilities as individuals. We shall initiate an appropriate Headquarters notice announcing the availability of these publications as soon as these arrangements are completed.

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Chief, Plans and Review Staff
Office of Personnel

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